

NORTON ST PHILIP PARISH COUNCIL

www.nortonstphilipparishcouncil.co.uk

Chair Ian Hasell, 7 Monmouth Paddock, Norton St Philip, Somerset, BA2 7LA, ianhasell1@gmail.com
Clerk Nicola Duke, 81 Studland Park, Westbury, Wiltshire, BA13 3HN, clerk@nortonstphilipparishcouncil.gov.uk

To: All Members of Norton St Philip Parish Council

You are hereby summoned to attend the **Annual Council Meeting** of the Parish Council to be held on **Wednesday 14th May 2025** commencing at 7.00 pm for the transaction of the business shown on the agenda below.



Nicola J Duke B.A (Hons), MILCM
Parish Clerk
8th May 2025

Public Participation

The Chairman of the Parish Council will invite members of the public to present their questions, comments and petitions submitted under the Council's Public Participation Procedure at the start of the meeting. *Please note that the Clerk will record the names of those wishing to address the Council together with the subject matter prior to the start of the meeting and each speaker will be permitted 3 minutes in which to address members.* Members are reminded of their obligations under the Code of Conduct.

	AGENDA ITEM
9092	Election of Chair In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Chair of the Parish Council for the municipal year 2025/2026
9093	Declarations of acceptance of office To receive the Chair's signed declaration of acceptance of office
9094	Apologies for Absence and to consider the reasons given Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)
9095	Declarations of Interest and Dispensations to Participate a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members b) To receive any dispensation requests received by the Parish Clerk and not previously considered
9096	Minutes a) To receive and confirm as a correct record the minutes of a meeting of the Parish Council held on 9th April 2025 (attached). b) To consider any matters arising from the above meetings, if any.

9097	<p>Parish Council structure</p> <p>To agree the structure for the municipal year 2025/2026 in respect of committees, working groups and portfolios and to agree the necessary appointments and review and confirm reporting procedures:</p> <ul style="list-style-type: none">• Internal PC Planning Group (planning applications)• Strategic Planning Group• Traffic Action• Church Mead Committee• Palairet Hall Committee• Sustainable Norton St Philip• Neighbourhood Plan Steering Group• Staffing Committee• Farleigh Hungerford Bathing Water Steering Group• Vale of Frome Local Community Network Group																														
9098	<p>Insurance</p> <p>To review the Parish Council’s insurance provision 2025/2026 in the amount of £806.91 (£798.57 paid in previous year) – Clerk to report.</p>																														
9099	<p>Bank Signatories and Standing Orders</p> <p>a) To confirm bank signatories for 2025/2026 (note bank signatories will also be appointed for online banking).</p> <p>b) To authorise the continued payment of the Clerk’s salary by monthly Standing Order.</p>																														
9100	<p>Parish Council Accounts Year Ending 31.03.2025 (reports attached)</p> <p>a) To receive and consider the Internal Audit Report, review its findings and the effectiveness of the system of Internal Control.</p> <p>b) To prepare and approve Section 1: parts 2 and 3 (Annual Governance Statement 2024/25) of the AGAR.</p> <p>c) To consider Section 2; parts 2 and 3 (Accounting Statements 2024/25 of the AGAR.</p> <p>d) To approve, sign and date Section 2; parts 2 and 3 (Accounting Statements 2024/25).</p> <p>e) To set the dates for the period of public inspection (proposed copy attached).</p>																														
9101	<p>Financials</p> <p>a) To approve Council payments due as listed:</p> <p>b) To receive an update on the Council’s banking arrangements</p> <p>c) To consider the release of the below listed annual grants, as per the adopted budget for 2025-26:</p> <ul style="list-style-type: none">a. Friends of St Leonards Church - £800b. Farleigh Hungerford Village Hall Society - £450 <table><tr><td>N Duke</td><td>Expenses May 2025</td><td>£ 55.59</td></tr><tr><td>Gooding Accounts</td><td>Payroll fee April</td><td>£ 20.00</td></tr><tr><td>Devon and Somerset Pension</td><td>Pension Fund contributions April</td><td>£ 378.98</td></tr><tr><td>HMRC</td><td>PAYE/Ni April 2025</td><td>£ 156.29</td></tr><tr><td>N Duke</td><td>Balancing pay April 2025</td><td>£ 28.81</td></tr><tr><td>IAC Audit and Consultancy Ltd</td><td>Internal Audit fee 2024-25</td><td>£ 354.00</td></tr><tr><td>CLlr Hitchins</td><td>Reimburse NP domain name</td><td>£ 19.20</td></tr><tr><td>Somerset Assoc Local Councils</td><td>Subscription 2025-26</td><td>£ 495.42</td></tr><tr><td>Farleigh Hungerford VH Society</td><td>Hall hire April</td><td>£ 20.00</td></tr><tr><td>Zurich Charity Insurance</td><td>Palairet Hall annual insurance</td><td>£ 853.54</td></tr></table>	N Duke	Expenses May 2025	£ 55.59	Gooding Accounts	Payroll fee April	£ 20.00	Devon and Somerset Pension	Pension Fund contributions April	£ 378.98	HMRC	PAYE/Ni April 2025	£ 156.29	N Duke	Balancing pay April 2025	£ 28.81	IAC Audit and Consultancy Ltd	Internal Audit fee 2024-25	£ 354.00	CLlr Hitchins	Reimburse NP domain name	£ 19.20	Somerset Assoc Local Councils	Subscription 2025-26	£ 495.42	Farleigh Hungerford VH Society	Hall hire April	£ 20.00	Zurich Charity Insurance	Palairet Hall annual insurance	£ 853.54
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9102	<p>Planning Applications 2025/0767/TCA - The Old Vicarage Vicarage Lane Norton St Philip Bath Somerset -T1 - Cedar - Reduce lateral limbs in upper canopy up to 3m.</p> <p>To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>)</p>			
9103	<p>Mendip Local Plan Limited Update - Notice of Main Modifications</p> <p>To note the previously circulated information on the SC consultation on main modifications, following changes made to the site allocation policies as agreed at the examination hearings and to consider whether to submit any comments to the LPA (deadline for response 26 May 2025).</p>			
9104	<p>Calendar of Meetings 2025/2026 To agree the calendar of meetings as listed:</p> <p>Wednesday 11th June 2025 Wednesday 9th July 2025 August – Council Recess, meeting to be held only if required. Wednesday 10th September 2025 Wednesday 8th October 2025 – Farleigh Hungerford Wednesday 12th November 2025 Wednesday 10th December 2025 Wednesday 14th January 2026 Wednesday 11th February 2026 Wednesday 11th March 2026 Wednesday 8th April 2026 – Farleigh Hungerford Wednesday 13th May 2026 – Annual Council Meeting/Annual Parish Meeting</p>			